# DOC. SC47-15

# **Ramsar Secretariat Workplan 2014**

#### Action requested:

The Standing Committee is invited to note the Workplan for the Secretariat for 2014.

#### Background

- 1. This workplan for the year is one of the outcomes of the Secretariat's strategy review and development sessions held at the end of 2013. It follows the format of the 2013 workplan, but has been amended to include priority tasks identified in those sessions and more detail on the administrative and communications functions of the Secretariat. All of the regional teams and other departments have contributed.
- 2. The plan may be seen as one step in a continuing process of strategic planning for the Secretariat. It will be reviewed during the year, in particular following SC47 as so much of the Secretariat's work in the rest of 2014 will be devoted to continuing preparation for COP12 and the drafting of resolutions for review by SC48 and subsequent finalization.

### Annex I

# Ramsar Secretariat Workplan 2014

Strategy/Activities	KRAs	Activity(ies)	Team Leader	Other key team members	Success indicator and/or benefit to Convention	Applicable month for activities
						J F M A M J J A S O N D
STRATEGY 1.10 Private s	sector Promote the involvement of the	he private sector in the conservation a	nd wise use of wetland	ls. (CPs, Secretariat)		
Partnership betweenimplementRamsar and Danone;Danone arReview the collaborationinvolvementbetweenpartners in	KRAs: Prepare and implement activities with Danone and enhance the involvement of private partners in wetland conservation & wise use,	In consultation with Danone, adopt and implement an annual work plan and a budget for 2014	SG	Danone Project Officer; SG; SA Europe, Finance Officer	Annual work plan and budget approved by Steering Committee; work plan and budget fully implemented	
Continue "Biosphere Connections" partnership with Star Alliance	ontinue "Biosphere including with Star Alliance and other partners	Discuss with Danone and IUCN possible new steps and take appropriate actions.	SG	Danone Project Officer; All SRAs, DSG	Number of successful projects on carbon offsetting through wetland management, wetland restoration and wetland conservation and wise use.	
		Implement the agreement with Biosphere Connections; enhance communication through Biosphere Connections.	Comms. Officer	SRAs; Contracting Parties; Star Alliance; other partners	Ramsar experts supported to attend diverse meetings on wetlands. Contributions to the Biosphere Connections e-newsletter ensured, including their travel reports and general Ramsar news.	

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1.10.2 In line with Resolution X.12, work with Contracting Parties and Ramsar partners to make good use of the <i>Principles for partnerships</i> between the Ramsar <i>Convention and the business</i> sector, including within the frameworks of existing national, regional, and global initiatives and commitments.	KRAs: Resolution X.12 principles applied in any developments of business sector relationships	Prepare and apply a strategy for approaching business sector; identify potential partners in the business sector; prepare a due diligence study and make proposal to Standing Committee.	Partnership Coordinator	SG, DSG, SRAs; Partners, Danone Project Officer	Standing Committee (SC) considers and approves new partnerships with business sector	
	site information Ensure that the tance and for research and assessmen				and enhanced as a tool for guid	ling the further designation of wetlands for the List of
2.2.1 Manage and process Ramsar Site designations and updates	<b>KRA:</b> All RISs, including RIS updates, received from Contracting Parties fully processed in a timely manner, within four weeks of receipt of each finalized RIS	Process all RISs received from Parties; deliver certificates, summarize and update Site national and global information. Publicise new designations of Ramsar Sites. Encourage wetland inventories and new Ramsar Site designation; assist Parties in completing Ramsar Information Sheets (RIS). Encourage CPs to update their Sites accordingly.	Senior Regional Advisors (SRAs)	Assistants to SRAs; DSG; SG; Documentation Officer; Admin Officers; Communications Officer; Regional Affairs Officer	All RIS duly completed and updated; information on Ramsar Sites summarized and made available; letters and certificates delivered.	

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2.2.2 Ensure the maintenance and further development of the Ramsar Sites Information Service (RSIS)	KRA: Timely maintenance of the Ramsar Sites Database and other aspects of RSIS to provide support tools for Parties in Ramsar Site designation, by Wetlands International under contract to the Secretariat. Redevelopment of the RSIS by UNEP/DEWA/GRID under contract to the Secretariat.	a) Review and update existing agreement with wetlands International for the maintenance of RSIS; b) Redevelopment of the RSIS	Regional Affairs Officer with RSIS Core team	a) DSG; SG; Finance Officer b) DSG; SG; Finance Officer; Documentation Officer; Secretariat staff	a) Existing RSIS maintained until new RSIS is functional b) New, effective and accessible RSIS in place by end of 2014. Effective and efficient services to Parties dealing with Ramsar Sites; improved worldwide communication on Ramsar Sites. Better understanding of the conservation status of Ramsar Sites and integration of Ramsar Sites into worldwide networks of Protected Areas	
	ite status Monitor the condition og isory Mission as tools to address prod		changes in their ecologi	ical character, notify the Ra	umsar Secretariat of changes affe	cting Ramsar Sites, and apply the Montreux Record,
2.6.1 Advise Parties on Article 3.2, Montreux Record and Ramsar Advisory Mission (RAM) issues	<b>KRAs:</b> All Article 3.2 issues raised with the relevant Parties; RAMs prepared and undertaken when requested by Parties	Implement Secretariat's approach relating to Article 3.2 and Montreux Record	SRAs	SG; DSG; Assistants to SRAs; Documentations Officer; Regional Affairs Officer	Reports to SC made by Secretariat; Parties are addressing challenges and reporting to Secretariat; threats to wetlands are addressed.	
<b>STRATEGY 3.1 Synergies</b> Secretariat, IOPs, STRP)	and partnerships with MEA	s and IGOs Work as partners n	vith international and	regional multilateral enviro	nmental agreements (MEAs) a	nd other intergovernmental agencies (IGOs). (CPs,
3.1.1.1mplement Resolutions XI.1 on Secretariat hosting	Establish an appropriate Working Group representative of Parties to develop strategies that respond to Resolution XI.1	Request CPs to express their willingness to be part of the working group	SG	Secretariat Management Group; SG Executive Assistant	Working group fully functional; Resolution XI.1 fully implemented	

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3.12 Implement Resolution XI.6 on Partnerships and synergies with Multilateral Environmental Agreements and other institutions	<b>KRA</b> : Implement 5th Joint Work Plan with CBD and report to SC.	<ul> <li>a) Agree on activities for the implementation 5th</li> <li>JWP and take action jointly with CBD and other</li> <li>MEAs focal points and Ramsar AA</li> <li>b) Assist Contracting</li> <li>Parties in implementing</li> <li>joint actions between CBD</li> <li>and Ramsar Convention</li> </ul>	a) DSG; b) SRAs	SG; Executive Assistant to SG; CPS and Ramsar partners	5th Joint Work Plan fully implemented; Lessons learned from implementation of 5th JWP;	
	<b>KRAs</b> : the Secretariat and the Chair of the STRP to continue to engage in the future IPBES process and explore further ways of collaboration as appropriate.	Participate in IPBES process and provide Ramsar's input	SG and STRP Chair	Secretariat Management Group; CPs; Ramsar Partners	Joint action between Ramsar and IPBES	
	<b>KRA:</b> CMS/AEWA and UNESCO-World Heritage joint work plans reviewed and updated	prepare and adopt new activities with CMS Secretariat; AEWA and MAB /UNESCO; implement agreed activities.	a) DSG; b) Partnership Coordinator	a) and b) SG; SRAs; DSG; Contracting Parties; Partners	Report to SC46 and 47	
	<b>KRA:</b> BLG meetings attended at SG/DSG level; JLG meetings attended as observer (SG/DSG level)	Share the key decisions of Ramsar COP11 with BLG members and explore options for collaboration in the implementation of relevant Ramsar Resolutions	SG	Management Group; Executive Assistant to SG.	Effective communication of Ramsar's views on key issues; Ramsar's achievements and future actions are recognized and supported by all Biodiversity-related Conventions.	

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	<b>KRA:</b> SRA level or above represented Convention at key global and regional meetings and identify areas for partnerships	Discuss and reach an agreement about travel plans; undertake approved missions; provide mission reports and publicize key results.	SG	Management Group	Enhanced partnership with other organizations; Conclusions of meetings are available and shared with all staff. Lessons for Ramsar are drawn and used.							
	<b>KRA:</b> All Memoranda and annexed plans either updated, replaced or annulled	Implement new agreement with IOPs and other partners; discuss and sign new agreements with relevant organizations, including private companies.	Partnership Coordinator	SG; Executive Assistant to SG; Documentation Officer; Management Group	Existing agreements are updated and better functioning; new agreements bring about joint and productive actions. Partners substantially contribute to wetland conservation and wise use.							
	KRA: Meetings prepared in timely manner	Prepare and approve quarterly work plans, including all meetings organized by Secretariat; handle logistics and make available meeting materials; hold meetings and prepare reports; disseminate reports.	SG	Executive assistant to SG; Management Group; Administrative Assistants.	Lessons drawn from meetings and taken into account in planning and implementing future activities. Ramsar Convention better known and wetland issues better integrated into global debates, and considered as part of national and regional priorities.							

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STRATEGY 3.2 Regional	initiatives Support existing region	nal arrangements under the Convent	ion and promote addit	tional arrangements. (CPs,	Secretariat, IOPs)	
3.2 Implement Resolution XI.5 on Regional Initiatives.;	<b>KRA:</b> Manage the core funding support for Regional Initiatives; monitor their implementation in line with Resolution; Approved funds transferred to regional initiatives; advice on implementation progress and issues provided to Standing Committee	Provide report on 2013 activities on Regional Initiatives to SC47; transfer 2014 fund to Regional Initiatives in line with SC47 decision. Follow up progress.	SA Europe	Other SRAs; Finance Officer; Regional Affairs Officer	SC approves documents submitted by Secretariat; Regional Initiatives substantially contribute to implementation of Convention.	
	onal assistance Promote international assistance of the promote internation of the second states of the second sec			f wetlands, while ensuring i	hat environmental safeguards an	nd assessments are an integral component of all
3.3.1 Implement Resolution XI.2, especially through seeking voluntary financial assistance	<b>KRA:</b> Mechanism established for fundraising	Team up with Management Group of the Secretariat	SG; Partnership Coordinator	Management Group; Executive Assistant to SG; Administrative Officer; Administrative Assistants.	Partnership Coordinator working effectively and voluntary funding becomes substantial .	
STRATEGY 3.4 Sharing in	nformation and expertise Pro	mote the sharing of expertise and in	formation concerning t	the conservation and wise us	e of wetlands. (CPs, Secretariat)	
3.4.1 Collect and analyse national reports to COP12	<b>KRA:</b> Report on the implementation of the Convention submitted to COP12	Receive, review, enter in the national reports database, make public and analyse all National Reports to COP12 received on time	DSG	Regional Affairs Officer, SRAs, CEPA Programme Officer, Assistant to SRAs, Administrative Assistant, Documentation Officer	National Reports posted online. Synthesis prepared for implementation reports to COP12. Contacts database updated with changes in National Focal Points.	

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3.4.2 Assist Parties with Convention implementation	<b>KRA:</b> Advice and support on national implementation issues provided, in regional and global contexts, to Parties as requested, including through missions to Parties	Provide prompt and supportive responses to Parties' inquiries; take part in national and regional debates; assist Parties in preparing position papers when requested.	SRAs	Regional teams and CEPA Programme Officer	Number of Contracting Parties express satisfaction regarding the assistance from the Secretariat	
						e (Resolution X.8) for promoting the conservation and c. (CPs, Secretariat, training centres, IOPs, Advisory
4.1.1 Implement the CEPA Programme and further develop a comprehensive plan for CEPA internally, including the activities undertaken with Danone Group and other private sector actors, through the CEPA Oversight Panel	<b>KRA:</b> CEPA Programme implemented, with input of the CEPA Oversight Panel, and Secretariat CEPA implementation plan prepared and disseminated	In consultation with the CEPA Oversight Panel, prepare specific tools and assist Parties in implementation of the CEPA Programme; develop capacity of CEPA focal points.	CEPA Programme Officer	SRAs; Danone Project Officer; Communications Officer; Administrative Assistants.	Increased capacity of CEPA focal points; increased awareness about wetlands at local, national, regional and global levels. Better integration of wetland issues into national planning and priorities. Better perception of wetland values at global level.	
Support the CEPA Oversight Panel in the drafting of CEPA Programme for 2016 to 2021	<b>KRA:</b> Finalize draft of CEPA Programme for submission to SC48	Facilitate panel input and debate and consultation processes for development of the draft CEPA Programme	DSG; CEPA Programme Officer	SRAs	Programme agreed by Standing Committee and prepared for adoption at COP12	
Develop Secretariat Communications Strategy		In consultation with the CEPA Oversight Panel, prepare a Communication Plan for the Secretariat. Commission reviews of Ramsar messaging and visual identity.	Comms. Team Leader	Communications Team	Improved dissemination of the Convention's mission and messages	

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4.1.2 Draft proposal of structure, format and contents of 5 <sup>th</sup> edition of the Ramsar Wise Use Handbooks. Prepare and publish Ramsar Technical Reports (RTRs) and Briefing Notes and other guidance materials	<b>KRA:</b> Plan for 5 <sup>th</sup> edition Handbooks completed and approved; RTRs and BNs published in a timely manner	Finalize Handbooks and approve final documents; produce, publicize and disseminate documents.	Documentation Officer	DSG; Administrative Assistant ; Communications Officer; Sci. & Tech. Support Officer	5th edition of Handbooks planned and agreed; Ramsar Technical Reports and Briefing Notes widely disseminated	
4.1.3 Fully redevelop the appearance and structure of the Ramsar website	<b>KRA:</b> New-look Ramsar website launched and fully functional	Continue cleaning up the new website; use the new site to increase awareness about wetlands through publication of new materials.	Comms. Officer	Website Core Team	New website fully operational; better public access to wetland-related information	
4.1.4 Communicate ongoing Ramsar information to reach stakeholders.	<b>KRA:</b> Topical Ramsar- related information provided to all stakeholders	Provide information, agreed messages and responses to inquiries from various stakeholders through printed materials such as leaflets, and electronic channels such as website, Forum, Exchange, CEPA lists and social media.	Comms. Officer	Communications Team	Increased engagement and capacity of stakeholders	
4.1.6 Deliver materials, advice and follow up for WWD 2014 and plan and prepare materials for WWD 2015	<b>KRA:</b> WWD2014 remaining materials prepared and dispatched and reporting system put in place.	Final WWD materials produced. All WWD materials made available to all Parties and partners; WWD events take place globally and supported as necessary by Secretariat staff.	CEPA Officer	Communications Officer; Danone Project Officer; Administrative Assistants <del>;</del>	Increased awareness about wetlands and better access to materials; better implementation of the Convention through integration of wetland issues into national and regional priorities.	

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4.1.6 Deliver materials, advice and follow up for WWD 2014 and plan and prepare materials for WWD 2015	<b>KRA:</b> Agree theme, partners and plan for WWD2015; key materials prepared and dispatched.	Main WWD materials planned, drafted, produced and dispatched.	CEPA Officer	SRAs; Communications Officer; Danone Project Officer; Administrative Assistants; and other staff	Suite of stimulating WWD materials made available to a broad range of stakeholders.	
4.1.7 Monitor implementation of COP decisions on communication	<b>KRA:</b> Facilitate communication between CPs, Ramsar partners and other stakeholders	Effective and continued communication with all Parties, Convention bodies, and partners	SG	All staff	Better implementation of the Convention; better recognition of wetland values at local, national, regional and global levels.	
						ons of the Conference of the Contracting Parties, nentation of the Convention. (CPs, Secretariat)
4.2.1 Implement Resolution XI.2 on Financial and Budgetary Matters	<b>KRA:</b> All requests by COP11 on financial matters addressed	Prepare technical and financial reports, including major achievements and lessons learned from the execution of financial matters. Implement 2013 programmes and budgets; monitor and administer funded projects.	Finance Officer;	SG; Partnership Coordinator; SRAs	Satisfactory reports made to SC on effective financial management, including core budget and voluntary funding	
Expand partnership and fundraising capacity	Stronger and effective partnership; increased voluntary funding	Review partnership arrangements; prepare and implement a fundraising strategy	Partnership Coordinator	Management Group; Partners; Parties	Number of effective partnership arrangements; higher level of voluntary funding	

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Improve the current Small Grants processes (SGF, WFF, SGA) ; explore alternatives; seek funding for existing SGF portfolio	<b>KRA:</b> New approaches to SGF, WFF and SGA. Clearer understanding on other existing funding mechanisms for wetlands projects	Draft proposal on a new approach submitted to COP12	Partnership Coordinator	SG; Regional Affairs Officer; Finance Officer	Facilitate countries' access to funding. More efficient Small Grants Fund.	
Evaluation and follow up process of WFF projects	<b>KRA:</b> On time technical and administrative follow up of funded projects	Preparation of contracts, evaluation of mid term and final reports. Preparation of closing letters.	SRA - Americas	Finance Officer; Assistant - Americas	Successful on the ground implementation of the funded project contributiong to the implementation of the Convention in Latin America and the Caribbean.	
4.2.2 Make representations to Parties in arrears with annual contributions	<b>KRA:</b> Meetings with missions made	Organize and hold meetings with missions	SG	SRA; Finance Officer	Better understanding of the Convention and better recognition of wetland importance for sustainable development by Ministries of Foreign Affairs	
4.2.3 Manage the Convention budget in a timely and efficient manner	<b>KRA:</b> Maintain financial records and make all payments in a timely manner, reporting to Standing Committee Subgroup on Finance	Undertake efficient financial management	Finance Officer; Administrative Officer	SG; DSG; CEPA Programme Officer; SRAs	All financial reports satisfactory and approved by SC42 and SC43	

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	on bodies' effectiveness Ens the Convention. (CPs, Secretariat)	sure that the Conference of the Contra	acting Parties, Standin	g Committee, Scientific and	l Technical Review Panel, and S	Secretariat are operating at a high level of effectiveness
4.3.1 Organise and hold Standing Committee <b>47</b> , <b>March 2014;</b>	KRA: SC47 held and outcomes disseminated;	Preparation of logistics; preparation and dissemination of documents;	SG	All staff, especially Executive Assistant to SG; Ramsar Administrative Authorities and other relevant officials	All logistics well organized; all documents sent to SC by <b>28 February 2014 ;</b> <b>SC47</b> successfully held; outputs of SC47 disseminated and follow up actions taken.	
Consult with Contracting Parties, IOPs, MEAs, UN agenices etc on all aspects of COP12 and Strategic Plan		Organise and hold Regional preparatory meetings for COP12, October 2014	SRAs	Assistants to SRAs; SG	Regional preparatory meetings for COP12 successful held	
4.3.1 Organise and hold Standing Committee <b>48</b> , <b>November 2014</b> ;	KRA: SC48 held and outcomes disseminated;	Preparation of logistics; preparation and dissemination of documents ;	SG	All staff, especially Executive Assistant to SG; Ramsar Administrative Authorities and other relevant officials	All logistics well organized; all documents sent to SC by <b>24 September</b> <b>2014 ; SC48</b> successfully held; outputs of SC47 disseminated and follow up actions taken.	
Undertake recruitment of new Partnership Officer	new Partnership Officer recruited	Partnership Officer recruitment panel finalize recruitment	Partnership Officer Recruitment Panel	HR of IUCN	The appointment of a new Partnership Officer concluded.	

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4.3.2 Provide periodic intersessional briefings to Standing Committee members, as required during the year	<b>KRA:</b> At least two briefings sent to SC	Send 2 Draft Progress reports to all SC members	SG	DSG; SRAs; Executive Assistant to SG	Satisfactory progress made								
4.3.3 Organise and hold the STRP18 in <b>September</b> 2014 (8-12).	<b>KRA:</b> STRP18 meeting held; work plan developed and transmitted to Standing Committee <b>48</b>	Adopt STRP work plan in <b>September 2014</b>	DSG	Scientific & Technical Support Officer, STRP members, Regional Teams & Administrative Assistants	Final report ready and sent to SC in early <b>October 2014</b>								
4.3.4 Maintain an electronic system for communication amongst STRP members & with its National Focal Points	<b>KRA:</b> STRP Platform administered and maintained; STRP NFPs assisted to have improved involvement in STRP's work	<ul> <li>i) Renew post- redevelopment support contract with consultant to maintain the new STRP Platform</li> <li>ii) Maintain the STRP Platform.</li> <li>iii) Assist and promote involvement of STRP NFPs</li> </ul>	i) DSG ii) Scientific & Technical Support Officer iii) Scientific & Technical Support Officer	i) Scientific & Technical Support Officer, STRP ii) DSG iii) SRAs, Assistants, DSG, and STRP	Post-development support contract renewed								
4.3.5 Support STRP in its elaboration and delivery of priority tasks in its work plan	<b>KRA:</b> STRP supported in initiating implementation of its work plan High Priority tasks	<ul> <li>i) Support STRP members in the delivery of High Priority tasks</li> <li>ii) Mobilize voluntary funding for STRP's work</li> </ul>	DSG	i) STRP Chair and Scientific & Technical Support Officer ii) SG; Finance Officer	Financial resource available and STRP work plan implemented								
4.3.6 Arrange periodic briefings of missions in Geneva on activities taking place between Standing Committee meetings	<b>KRA:</b> At least one missions briefing held	Organize missions briefing	SG	SRAs ;Executive Assistant to SG; Administrative Assistants; Assistants to SRAs	Missions in Geneva fully aware of the Convention's work and importance of wetlands in their countries								

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4.3.7 With the Management Working Group (MWG), keep under review the existing management structures of the Secretariat and Convention	<b>KRA:</b> Any changes to management structures recommended by MWG implemented by Secretariat, as appropriate	Implement Decision SC41- 37 on performance evaluation of the SG and maximizing synergy within the Secretariat. Implement relevant decisions recommended by MWG and adopted by SC42	SG	SC Executive Team; all staff	SG 2010 Performance Evaluation finalized by the end of February 2011 and sent to IUCN DG in early March 2011	
4.3.9 With Uruguay, implement the MOU for COP12	KRA: COP12 MOU under implementation	Uruguay to provide progress report to SC46 Support the SG on the issues related with COP12 logistic and organization. Support Uruguay and Secretariat during Subgroup on COP12 disscussions.	SG	SRA for the Americas; CEPA Programme Officer; Executive Assistant to SG; Uruguay officials; Subgroup on COP12	Progress report from Uruguay and from the Secretariat submitted to SC46 Signature of MOU	
4.3.11 Undertake general administration of the Secretariat and Convention	<b>KRA:</b> Parties, and other stakeholders, provided with timely and efficient service	Secretariat to provide timely and effective services to Parties and other stakeholders	SG	All staff	Satisfactory and timely services provided	
STRATEGY 4.4 Working	with IOPs and others Maxim	nize the benefits of working with the	Convention's Internat	ional Organization Partner	s (IOPs) and others. (Secretaria	at, IOPs)
4.4.1 Work with IOPs to develop a common understanding and framework for assistance in delivering the Convention's implementation	<b>KRA:</b> Collaborative activities identified and agreed, information on them provided to Contracting Parties	Increased collaboration with partners, including private sector	SG	Partnership Coordinator; SRAs; DSG; Regional Affairs Officer	Enhanced implementation of the Convention; better perception of wetlands as assets for sustainable development	
4.4.2 Facilitate and enhance joint activities on the ground between IOPs and Ramsar Administrative Authorities	<b>KRA:</b> Joint IOP/AA activities facilitated and reported	Increased cooperation between IOPS and Ramsar AAs through Regional Initiatives and joint projects	SRAs	Regional Affairs Officer; Communications Officer; Partnership Coordinator	Results of joint activities recognized and publicised	

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STRATEGY 5.1 Membership Secure universal membership of the Convention and provide an appropriate level of service. (CPs, Secretariat)										
5.1.1 Advise countries in the process of accession on any issues of clarification, and on preparing their first Ramsar Information Sheet, as necessary	<b>KRA:</b> Countries in the process of accession further assisted	Assist at least three countries in accession process in Africa, Asia & Oceania, and the Caribbean	SRAs	Assistants to SRAs; SG	Five additional Parties by the end of 2014					
Other Secretariat activities										
Other activities not covered under any of the above Strategies/KRAs	Assistance to Interns and new Ramsar staff	Respond to ad hoc requests from Parties	Administrative Assistant	All staff under supervision of SG	All requests addressed					